* Go to the 8th grade website and Open the *Colonies Outline* assignment.
* SAVE AS *Colonies Outline XX* to your computer folder to your name on Leaddog
* Add a header to your document. Please include the following information:
  + *Name, Grade,Period 13Colonies Date*
* Place your insertion point immediately in front of *Introduction: Reasons for Colonization.*
* Using the “selection of document by margin” technique, select from the first line through the last line: *Religious freedom and tolerance*
* On the Home Ribbon, choose the *1) a) i)* *List Outline* option from the *Multi-level list* button.
* Notice that they are all *Level 1*.
* In your Multi-level list button options, go to *Define New Multilevel List*
* In Level 1, Modify your Number Style to Roman Numeral.
* In Level 2, Modify your Number Style to Capital Letters.
* SAVE
* Next, you need to select NON-ADJACENT lines of text.
* Select the following lines:
  + Religious and political freedom
  + Economic gain
  + New England Colonies (1620-1636)
  + Middle Colonies (1664-1776)
  + Southern Colonies (1607-1733)
* On your Home Ribbon, you can *Increase your Indent*.
* Next, select the lines:
  + Puritans and the Great Migration
  + French Huguenots and Catholics
* Increase the Indent 2 times! (This should make it a level 3)
* Select all remaining lines EXCEPT *Introduction: Reasons for Colonization*  AND *The Thirteen Original Colonies by Religion* and the level 2 Subtopics.
* Increase the indent to level 3 details.
* SAVE
* Customize the margins to have: 2” Top, 2” Left, 2” Right, and 1” Bottom margins. This is on your Page Layout Ribbon
* Center the Title of the Document *The Thirteen Colonies.* Use your shortcut keys.
* Select all lines of the OUTLINE. (Not the title) – use the margin area!
* Change the line spacing to 2.0 (double-spaced). This is on the Home Ribbon
* Select the ENTIRE Document. (Either done on your Home Ribbon, or done with shortcut keys)
* Change the font (quickly) to Bell MT
* Also change the font size to 12.
* Select the title line, and the two Level 1 lines of the outline.
* Open the Font Dialog Box from your Home Ribbon. Check “All Caps”.
* Save
* Be sure your outline is on 1 page. If it is not, adjust your design Header.
* Print, turn into the tray.